

Residential Address Check List 100 Points Needed

Child's Name: _____ Date: _____

2.1 Residential address check

Under the Education Act 1990, principals may require proof of address to their satisfaction in order to establish a child's entitlement to enrol in the school. However, any requests for proof of address must be reasonable in the circumstances.

Schools that are at or nearing their local enrolment buffer as calculated in accordance with sections 9.1 and 9.2 will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points	Total
1. Only one of (ie: no additional points for additional documents) - 40 points		
1.1. Council rates notice	<input type="checkbox"/> _____	
1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt	<input type="checkbox"/> _____	
1.3. Exchanged contract of sale with settlement to occur within the applicable school year	<input type="checkbox"/> _____	
2. Any of the following documents – 20 points each		
2.1. Private rental agreement for a period of at least 6 months	<input type="checkbox"/> _____	
2.2. Centrelink payment statement showing home address	<input type="checkbox"/> _____	
2.3. Electoral roll statement	<input type="checkbox"/> _____	
3. Any of the following documents – 15 points each		
3.1. Electricity or gas bill showing the service address*	<input type="checkbox"/> _____	
3.2. Water bill showing the service address*	<input type="checkbox"/> _____	
3.3. Telephone or internet bill showing the service address*	<input type="checkbox"/> _____	
3.4. Drivers licence or government issued ID showing home address*	<input type="checkbox"/> _____	
3.5. Home building or home contents insurance showing the service address	<input type="checkbox"/> _____	
3.6. Motor vehicle registration or compulsory third party insurance policy showing home address	<input type="checkbox"/> _____	
3.7. Statutory declaration stating the child's residential address, how long they have lived here, and any supporting information or documentation of this	<input type="checkbox"/> _____	
*up to three months old	TOTAL	

Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check requirements when assessing a child's entitlement to enrol at the school. If this is to occur, principals are required to seek the approval of the Director, Educational Leadership.

Schools must note the requirements for the collection, use, disclosure and storage of personal and health information as outlined in the Application to enrol in a NSW Government school form. If a school keeps copies of the documents presented as part of the 100-point residential address check then measures need to be in place to store the documents securely, limit access to the documents, use the information only for the purpose for which it is collected or as otherwise permitted or required by law, and not collect information that is not necessary.